

SUPERVISING ACCOUNTING TECHNICIAN

DEFINITION

Under general direction, independently performs complex and responsible paraprofessional accounting work; supervises clerical and technical accounting staff assigned; is assigned the overall technical responsibility for the day-to-day operation of a court accounting system and performs other related work as required.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the Account Clerk and Senior Account Clerk , which are entry and journey level classes processing less complex clerical accounting transactions of more limited scope; and from the Court Accountant, which performs professional accounting and auditing duties for Court-wide accounting functions.

TYPICAL TASKS

- plan, assign, review and supervise the work of assigned clerical and technical accounting staff;
- evaluate departmental accounting systems and procedures and recommend improvements;
- may assist in departmental budget preparation and management and be assigned to specialty areas depending on the needs of the department;
- prepare accounting statements and statistics of an analytical nature;
- may audit expenditure documents and appropriation transfers for fund control;
- keep and maintain a variety of records, journals, ledgers, and reports
- research and reconcile discrepancies and balances accounts to the general ledger;
- prepare journal entries for corrections, adjustments and transfers;
- generate, update, review, and reconcile a variety of financial and statistical spreadsheets, reports and summaries;
- compile, review, format, and prepare data and reports required by the Court, State and other governmental agencies;
- obtain and provide information to assist the public, vendors, service providers, governmental agencies, and other concerned parties.

EMPLOYMENT STANDARDS

Knowledge of:

- applicable laws, codes, regulations, and policies;
- techniques and practices of effective supervisory and office management;
- computer applications used in Court processing, accounting and fiscal operations.

Ability to:

- plan, assign, review and evaluate the work of clerical and technical accounting staff;
- perform complex clerical and technical accounting tasks with a high degree of independent judgment;

- establish and maintain financial records and prepare complex forms, statements, records, summaries and reports;
- gather, review and evaluate informational data for compliance with established procedures and controls;
- identify, comprehend and resolve accounting discrepancies;
- make rapid and accurate arithmetic calculations
- use sound judgment within the framework of policies, procedures and guidelines;
- communicate effectively to establish and maintain effective working relationships.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing sufficient to communicate effectively. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 10 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; sitting and/or standing for prolonged periods of time.

EXPERIENCE/EDUCATION

Four (4) years of experience in a court accounting environment or equivalent accounting position in a public agency and in which one year must have been in a supervisory or lead worker position.

AA/AS in accounting or a closely related field is highly desirable.